

**SUMMARY OF THE
ON-SITE ASSESSMENT COMMITTEE MEETING
JUNE 26, 2002**

The On-Site Assessment Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met by teleconference on Wednesday, June 26, 2002, at 1:00 p.m., Eastern Daylight Time (EDT). Chairperson Mr. Alfredo Sotomayor of the Wisconsin Department of Natural Resources led the meeting. The Agenda is given in Attachment A. A list of Action Items is given in Attachment B. A List of Participants is given in Attachment C. The purpose of the meeting was to address items of importance identified in the Agenda.

INTRODUCTION

Mr. Sotomayor called the meeting to order by taking attendance and reviewing the agenda.

REVIEW OF MINUTES

The minutes from the June 12, 2002, teleconference were reviewed and approved as written.

ANNOUNCEMENTS

- Mr. Sotomayor has sent the letter regarding the assessor's electronic forum to Committee members as well as NELAP AAs, states, and regional contacts using a list from NELAC 7i. Ms. Silky Labie is in the process of compiling a list of assessors that have registered for NELAC 8. Mr. Sotomayor will review whether those on that list need to receive the letter. Assessors have responded with questions regarding the cost of this forum, which the Committee discussed to be only the cost of the phone call.
- Mr. Sotomayor announced that he received an official letter naming the new appointees, Drs. Allen W. Verstuyft and Frederic Siegelman to the On-Site Assessment Committee. Each will start their membership after NELAC 8 and their terms will end in 2007.
- Mr. David Friedman noted that he will be out of town before the electronic assessor's forum. Therefore, the instructors and all their presentations need to be turned in no later than October 1, 2002.

STATUS OF ACTION ITEMS

- Mr. Sotomayor contacted the Board of Directors and obtained a list of contacts to which he sent the letter regarding the assessor's electronic forum. Though the letter has been sent to everyone on this list, the list is not current. Ms. Labie is compiling a list of assessors from the registrants of NELAC 8.
- Language from a manual by the American Society for Quality (ASQ) regarding deficiency reporting was posted in the June 12, 2002, minutes and sent to all Committee members.
- Mr. David Friedman sent the draft of the letter regarding the electronic forum to Committee members for their review and comments.

- Mr. Sotomayor finalized and sent the letter soliciting assessor contact information. The response date has been extended to July 17, 2002, to account for the delay of the letter as well as the fourth of July holiday.
- Mr. Sotomayor has not yet composed a message of possible topics or questions for assessors to consider as part of the electronic forum. He needed to obtain assessor contact information first, and therefore proposed extending the completion date to August 12, 2002 for this item.

CITING DEFICIENCIES IN ASSESSMENT REPORTS

During the May 29, 2002, teleconference Ms. Marlene Moore inquired whether there were guidelines to determine whether some deficiencies need not be cited in an assessment report. Discussion ensued regarding what is defined as a deficiency and whether or not a laboratory should be cited for an isolated incident. The words “deficiency”, “finding”, and “observation” are not clearly defined in Chapters 1 and 4 of the Standards. The Committee agrees that a single observation does not necessarily equate to a deficiency and would therefore like a definition of “observation” to reflect that an observation does not need to be reported and that when it is, it does not require a corrective action. The Committee also agrees that the words “deficiency” and “finding” are used interchangeably and therefore should be defined in the same manner.

Ms. Moore will draft language and submit to the members for their review as definition for “observation” as well as anything that needs to be changed in the definition of “deficiency” and “finding”. Since these definitions are in the Appendix of Chapter 1, the proposed changes need to be submitted to the Program Policy and Structure Committee for possible consideration at NELAC 8.

NELAC 8 ON-SITE ASSESSMENT SESSION

Logistics - Mr. Sotomayor read an email received from Anteon with the number of microphones and projectors that would be available for the committee’s session at the Conference. Committee members agreed this list was adequate and no other items would be needed.

Contact with Assessors – Mr. Sotomayor would like to get a list of assessors attending NELAC 8 so that the On-Site Assessment Committee can make contact with them. He would like to split the list and be sure that each assessor attending NELAC 8 has personal contact with at least one Committee member so that the Committee can better ascertain the concerns facing assessors.

Session’s Content – Mr. Sotomayor reviewed the agenda for NELAC 8 and reminded Committee members of their responsibilities. He also suggested that members print the minutes from NELAC 7i and bring them to NELAC 8 for reference. Each member should be able to answer questions regarding what changes were made with the discussion from NELAC 7i.

FUTURE MEETINGS

The next meeting is scheduled during NELAC 8 on Wednesday, July 10, 2002, at 9:00 a.m., EDT. Committee members will also meet for dinner and discussion on Monday evening at 6:30 p.m., EDT during the Conference.

ADJOURNMENT

Mr. Sotomayor adjourned the meeting, as there was no further business to discuss.

**AGENDA
ON-SITE ASSESSMENT COMMITTEE MEETING
JUNE 26, 2002**

1:00 – 1:05	Attendance
1:05 – 1:15	Agenda Repair Announcements Status of Action Items Approval of Past Minutes
1:15 – 2:00	NELAC 8 OSA Session <ul style="list-style-type: none">• Logistics• Contact with Assessors• Session's Content
2:00 – 2:25	Citing Deficiencies in Assessment Reports
2:25 – 2:30	Next Steps/Adjournment

ATTACHMENT B

**ACTION ITEMS
ON-SITE ASSESSMENT COMMITTEE MEETING
JUNE 26, 2002**

Item No.	Date Proposed	Action	Date to be Completed
1	6/26/02	Mr. Sotomayor will send the Assessor Forum letter to everyone on the list received from Ms. Labie who has not yet received the letter.	ASAP
2	6/26/02	Mr. Sotomayor will ask the newly appointed members to attend the On-Site Assessment session at NELAC 8 and introduce them during the meeting.	NELAC 8
3	6/26/02	Ms. Moore will draft language for the definition of the word “observation” and clarify that the words “deficiency” and “findings” are the same. She will submit the proposed language to the Committee for their input.	6/28/02
4	6/26/02	Mr. Sotomayor will send the approved definitions (of observation, deficiency, and findings) to Dr. Ken Jackson for the Program Policy and Structure Committee’s review.	7/2/02
5	6/26/02	Instructors for the electronic assessor’s forum will submit all presentation materials to Mr. Friedman for quality control.	10/1/02
6	5/15/02	Mr. Sotomayor will compose a message of possible topics or questions for assessors to consider as part of the electronic forum.	8/12/02

**PARTICIPANTS
ON-SITE ASSESSMENT COMMITTEE MEETING
JUNE 26, 2002**

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